

FAIRFAX COUNTY PARK AUTHORITY  
Parent's Guide to Policies



Fairfax County Park Authority camps are established to provide children with a safe and enjoyable environment in which children can experience and explore the world around them. The programs recognize children as unique individuals who deserve the right to be treated equally with fair and consistent limits. Our programs are not affiliated with any religious organizations.

#### **LICENSING INFORMATION**

The Commonwealth of Virginia, under Title 63.1, Chapter 10 Code of Virginia, gives the Department of Social Services authority to license child day programs. Standards for licensed child day centers address certain issues such as: health precautions, play space, staff-child ratios, equipment and program guidelines, record keeping for staff and children, and fire, health, and building codes. A new law was passed that requires parents to provide proof of identity, by providing a certified copy of your child's birth certificate. Compliance with standards is determined by visits to the site by licensing staff. In addition, parents may register a complaint for investigation or obtain additional information by contacting the Fairfax Licensing Office at 934-1505.

#### **ADMINISTERING MEDICATION**

MEDICATION WILL NOT BE ADMINISTERED UNLESS AUTHORIZATION FORMS ARE COMPLETED, SIGNED BY PROPER AUTHORITIES, AND RETURNED. If your child will need medication administered during program hours, please download authorization forms from website at [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks) immediately or call (703)324-8571 to request Authorization Forms. Staff is not permitted to administer medications, whether over-the-counter or prescription, without proper paperwork completed. Medications will be locked up and will need to be sent in its original container, please remember to pick up unused medicine containers at the end of camp. Some forms require doctor's signature.

#### **PHYSICAL EXAMINATION & IMMUNIZATION RECORD**

Before admission, a copy of the child's immunization record must be on file at camp. If the child is attending camp for more than four weeks, a physician signed physical exam record must be submitted.



**Accommodations:** If participation accommodations and/or alternative information formats are needed in accordance with the Americans with Disabilities Act, please call (703) 324-8563 at least 10 working days in advance of the date needed. TTY (703) 803-3354

#### **SICK/ILL CHILDREN**

If a child arrives with symptoms of illness or has a temperature of over 100 degrees, the child will not be permitted to stay. If a camper becomes ill, parents must pick up sick children immediately. Sites will notify all parents about disease outbreaks. A doctor's note is required before children may return.

#### **SIGNING IN/OUT**

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick Up Authorization Form. Custody issues require special attention, please call Youth Services at 324-8571. Parents must sign-in and walk child to the specific meeting area. If arriving late please see the camp coordinator.

#### **CHILDREN'S BELONGINGS**

Please label ALL belongings. The FCPA and the site staff are not responsible for lost/stolen items. Personal belongings should be kept in a bag or backpack which will be stored in program area.

#### **EXTENDED CARE**

Most sites offer before and after camp child care. This is not part of the structured camp program. Children should come prepared with books or other quiet activities. Please refrain from bringing electronic or expensive toys/games. Board games, cards, and crayons are available.

#### **LATE PARENT POLICY**

If a parent or authorized person is late in picking the child up, a late fee of \$5 for every 15 minutes will be applied.

If a child is consistently picked up late, the child may be dismissed from the program. Children become upset when parents are not on time, please call the site if you know you will be late. A staff member will remain with the child up to one hour after the program ends. After one hour Child Protective Services will be called. **STAFF IS NEVER ALLOWED TO TRANSPORT CHILDREN HOME!**

#### **BEHAVIOR MANAGEMENT AND DISCIPLINARY ACTIONS**

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. FCPA reserves the right to immediately dismiss a child from any program. **STAFF WILL NEVER:** 1) use physical punishment; 2) be verbally abusive; 3) force, withhold, or substitute food; 4) give any child the authority to punish another child; 5) place a child out of visual/hearing sight, in the dark, or in an unventilated place; 6) punish a child for a toileting accident.

All participants enrolled in Fairfax County Park Authority programs must meet the code of conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support (2) stay with assigned group (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself) (4) maintain self control (5) meet the prerequisite skills for the program if required.

#### **FOOD FROM HOME AND CANDY MACHINE USE**

It is recommended that lunches and snacks, brought from home be nutritious and imperishable. Please check with the program staff regarding the use of candy machines by children.

#### **POOL REGULATIONS**

Not all programs use the pool. Swimmers are required to take a soap shower before entering the pool. Life vests/ water wings are permitted in shallow water with direct supervision. Masks, snorkels, and fins may be used at the guards' discretion and based on demonstrated ability. Children must pass a proficiency test to go in water over their shoulders. Children with skin infections, open wounds, nasal or ear discharge, or any communicable disease, are not permitted in the pool. No sauna or spa use.

#### **SUNSCREEN & LOTION APPLICATION**

Staff is not permitted to apply sunscreens or lotions to children.

#### **REPORTING CHILD ABUSE & NEGLECT**

If it is suspected that a child has been abused, neglected, or exploited in any way, program staff is required to report it to Youth Services and Child Protective Services.

#### **QUESTIONS/CONCERNS**

Concerns should be addressed at the site through Camp Counselors, Directors, Site Programmer/Contractor, or Site Manager. If unavailable, call Youth Programs Specialist (324-8571).

#### **Refunds/Transfers**

Refund and transfer requests must be submitted at least ten working days prior to the camp session being requested.

A \$25 service fee will be applied to all refunds. Once camp begins, refunds will only be given for medical emergencies with doctor's certification.

Accident Insurance is not available. Policies are subject to change. 1/03 camps: parent policies